

Job Title: Bus Driver Instructor
Department: Transportation
Reports To: Transportation Directors
FLSA Status: Non Exempt
Salary Schedule: MN lane 04



SUMMARY

Under the direction of the Transportation Directors, the Bus Driver Instructor provides behind the wheel and classroom instruction to WCSD school bus drivers ranging in skills and abilities. Instructs individuals and groups in theory, law, policy, and application of school bus driving by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Instructs school bus drivers in proper driving skills, knowledge, and application as needed. Demonstrates and explains handling of the bus in emergencies, driving techniques and mechanical operation of the bus.

Instructs new drivers with behind the wheel training, and setup testing with 3rd party administrators to get CDL license.

Teaches commercial vehicle regulations and laws. Teaches and implements state standards as well as the state required training programs. Instructs drivers regarding applicable laws, procedures, and policy.

Instructs drivers in proper use of the Zonar software system.

Ensures drivers follow the approved routes.

Develops and implements state skills courses for driver evaluation. Develops and implements night driving class for drivers.

Evaluates driver skill, knowledge, and ability.

Recommends drivers for additional training as necessary.

Recommends and releases drivers for bus route or assignment.

Documents training for new bus drivers. Maintains training records for all drivers.

Maintains up-to-date safety information and instructs drivers as needed.

Provides remediation training for bus drivers who have failed evaluation or have been in an accident.

Observes individual's driving habits and reactions under various driving conditions to ensure conformance with operational standards and state vehicle code.

Assists in managing the department bus driver staffing needs by interviewing new applicant's for hire.

Meets with principals and drivers to solve problems with students on the bus as needed.

Troubleshoots problems with Zonar not working on buses. Monitors Zonar to make sure drivers are complying with CDL pre-trip, post trip and driving skills.

Assists Transportation Directors with activity trip bid meetings and assigning drivers to activity trips when needed.

Drives buses to transport students, in order to maintain proficiency, license, and practical knowledge. Drives buses to help cover routes and activity trips when needed.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position.

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations.

EDUCATION and/or EXPERIENCE

A minimum of two years of bus driving experience is required in order to provide instruction to new drivers.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold and maintain a valid Utah Commercial Driver's License.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. The employee must frequently push or pull up to 30 pounds and occasionally push or pull up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Must successfully complete a physical examination in accordance with the US Department of Transportation, Bureau of Motor Carrier Safety Regulations, for drivers at a facility authorized by Washington County School District.

Must have successfully passed a pre-employment drug test and successfully passed a physical assessment prior to driving the bus. Must pass the required physical assessment annually.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The employee is frequently exposed to moving mechanical parts, outside weather conditions, extreme cold, extreme heat, and vibration. The employee frequently uses safety equipment such as seat belts and safety straps. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; and toxic or caustic chemicals. The noise level in the work environment is usually moderate to loud.

Prepared By: School Transportation Administrator			Date: 12/03/2015
Approved By: Executive Director, Human Resources			Date: 12/03/2015
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 06/22/2016
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Transportation Director	Date: 05/21/2018
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Transportation Director	Date: 04/21/2023
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	